

27 November 1985

MEMORANDUM FOR: Deputy Director for Administration

ATTENTION: Information and Privacy Coordinator

FROM:

DA Information Review Officer

SUBJECT: Records Systems Reporting

REFERENCE: Multiaddressee memo from DDA; same subject dated 11 Oct 1985
(DDA 85-3425)

DDA REGISTRY 70-8
FILE: 20-13

STAT

1. All responsible Officers in the Directorate of Administration (DA) have reviewed their systems of records published in the Federal Register. Following is a summary of that review by office. The office responses are attached to assist in preparing the changes for the Federal Register.

a. Office of Information Technology (OIT): Formally Office of Data Processing (ODP).

System number 1 - Correct all references to ODP to the current office designation OIT.

System number 2 - Same as system 1 above.

System number 3 - Same as system 1 above.

System number 62 - Same as system 1 above.

b. Office of Training and Education (OTE): Formally Office of Training.

System number 6 - Correct all references to Office of Training to the current office designation OTE.

System number 7 - Same as system 6 above.

System number 8 - Same as system 6 above.

System number 9 - Same as system 6 above.

System number 10 - No change except as described in paragraph 2 below.

System number 11 - Same as system 6 above.

System number 12 - Same as system 6 above. Also delete punch cards from the Storage section of this system.

System number 13 - Same as system 6 above.

System number 69 - Same as system 10 above.

c. Office of Equal Employment Opportunity (OEE0):

System number 14 - General update, see attached memorandum from Director of OEE0.

d. Office of Logistics (OL):

System number 16 - No change except as described in paragraph 2 below.

System number 17 - Same as system 16 above.

System number 18 - Same as system 16 above.

System number 19 - Same as system 16 above.

System number 20 - Same as system 16 above.

e. Office of Information Services (OIS):

System number 21 - Minor changes are required to this system, see attached OIS memorandum.

New System - OIS has submitted a new system "Personnel Status File", see attached OIS memorandum for description. I recommend that this new system not be published in the Federal Register. At present it is not an Official Agency file, it has never been described, appraised or included in an approved Records Control Schedule. Further, I do not believe that it meets the criteria to be included as an Official file. It is a reference file created by and used only by CRD analysts for lead purposes. It is created based on a phone call to obtain information on an individual and retained in

case a question arises again on the same individual. The information is not verified through checking the correct spelling of the name nor with biographic information. There is no attempt to update or correct the information in the file. The source for this information has the offices' records and is the place all Agency and non-Agency inquiries go. The CRD file is not used or relied upon by other components to obtain information or make decisions on the individuals in the file. All information in the CRD file is duplicated in the source files which are routinely searched in response to PA requests. This file should be reviewed and appraised by IRMD.

f. Office of Security (OS):

System number 23 - No change except as described in paragraph 2 below.

System number 51 - Same as system 23 above.

System number 52 - Change to reflect 4c system, see attached OGC memorandum for new description.

System number 54 - same as system 23 above.

System number 56 - Same as system 23 above.

System number 57 - Those parts of this system describing accidents and investigative reports are to be removed since this function has been transferred from OS to OMS. See highlighted sections of attached OS response.

System number 63 - Same as system 23 above.

g. Deputy Director for Administration (DDA):

System number 26 - No change except as described in paragraph 2 below.

h. Office of Personnel (OP):

System number 29 - No change except as described in paragraph 2 below.

System number 30 - Same as system 29 above.

System number 31 - Same as system 29 above.

System number 32 - Same as system 29 above.

i. Office of Medical Services (OMS):

System number 34 - Add the information deleted from OS systems number 57 to the appropriate sections of this system. Also delete punch cards from the Storage section of this system.

j. Office of Communications (OC):

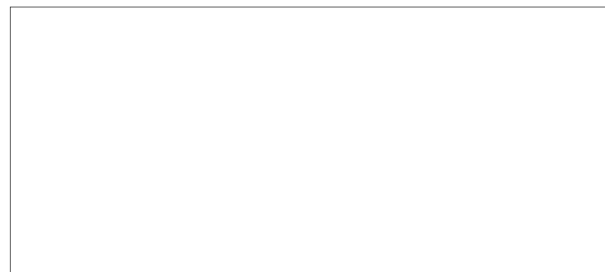
System number 48 - No change except as described in paragraph 2 below.

k. Office of Finance (OF):

System number 50 - No change except as described in paragraph 2 below.

2. In accordance with the recommendation made by the Agency Records Management Officer (RMO) in a memorandum to Directorate RMO's, dated 12 November 1985, the Retention and Disposal section of each system of records described above should read as follows: "Records are retained and destroyed in accordance with Records Control Schedule approved by the archivist of the United States."

Attachments



STAT

ORIG: DDA/MS, tap/7726

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Original - Addressee

- 1 - DDA Subject w/att
- 1 - DDA Chrono w/o att
- 1 - DDA/MS Subject w/att
- 1 - DDA/MS Chrono w/o att
- 1 - OC w/o att
- 1 - OF w/o att
- 1 - OL w/o att
- 1 - OIS w/o att
- 1 - OIT w/o att
- 1 - OMS w/o att
- 1 - OP w/o att
- 1 - OS w/o att
- 1 - OTE w/o att
- 1 - ODDA w/o att
- 1 - EEO w/o att

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DD/A Rept
85-3425/11

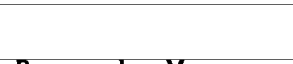
13 NOV 1985

MEMORANDUM FOR:


Records Management Office, DDA

STAT

FROM:


Records Management Officer, OL

STAT

SUBJECT: Records System Reporting

REFERENCE: Memo for multi from DDA, dtd 11 Oct. 85,
Same Subject

The Office of Logistics has reviewed their records systems and determined that all proper systems are identified and the current system listing published in the Federal Register is correct.


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OL 4234-85

DD/A Registry
185-3425/10

21 November 1985

MEMORANDUM FOR:

[Redacted]

STAT

DDA/IRO

FROM:

[Redacted]

STAT

Chief, OP/Special Activities Staff

SUBJECT:

Record Systems as Reported in Federal Register

The Office of Personnel has checked its records systems as reported in the Federal Register and have determined that no changes are necessary at this time.

[Redacted]

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CONFIDENTIAL

85-3425/2

OC-0992-85

25 OCT 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[Redacted]

25X1

Acting Director of Communications

SUBJECT: Records Reporting System

REFERENCE: DDA 85-3425, dtd 11 Oct 85, Same Subject

1. The Office of Communications has reviewed the Federal Register Privacy Act Issuances, 1984 Compilation, Volume IV, System of Records and Agency Rules, provided with the reference. We have determined that the Cryptographic Access File - CIA-48, is the only record system listing for which the Director of Communications is responsible for management.

2. Records system listing CIA-48 should remain as noted on the compilation. There are no records systems listings which should be deleted or modified, nor are there any new systems which should be added.

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5 November 1985

Memorandum For: [] DA/IRO

STAT

From : [] Finance RMO

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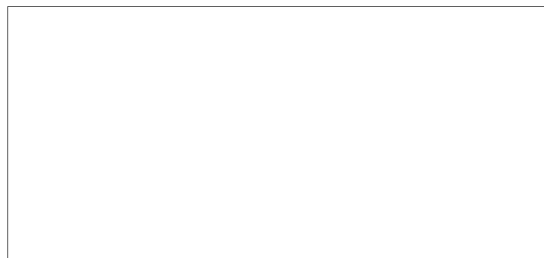
Subject : Records Systems Reporting

1. In reference to memorandum DDA 85-3425 dated 11 Oct.85 the Office of Finance searched its records holdings for any system of records as defined by the Privacy Act that qualify to be publish in the Federal Register. No additional system of records were found to exist other than those systems already listed as financial records(CIA-50)in the Federal Register.

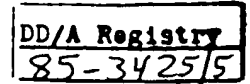
2. If there are any questions regarding the above please contact me on ext. [] Secure.

STAT

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CONFIDENTIAL



24 October 1985

MEMORANDUM FOR:

25X1

FROM:

25X1

SUBJECT: Records System Reporting

REFERENCE: DDA-85-3425, 11 October 1985, Same Subject

I have no amendments to subject listing.

25X1

CONFIDENTIAL

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DD/A Registry
85-3425 6

CONFIDENTIAL

OIT 0844-85
22 October 1985

MEMORANDUM FOR: [REDACTED] 25X1
Information Review Officer, DDA

FROM : [REDACTED] 25X1
Acting Chief, Management Group, OIT [REDACTED] 25X1

SUBJECT : Records System Reporting. [REDACTED] 25X1

REFERENCE : Memo DDA 85-3425, dated 11 Oct. 1985, same subject.

1. The following changes should be reported for the Office of Information Technology record systems published in the Federal Register:

a. CIA 1:

System Name: Project Employees Tracking System.
System Manager(s) and address: Director, Office of Information
Technology
Central Intelligence Agency
Washington, D.C. 20505

Correct references to the Office of Data Processing to reflect the current office designation as Office of Information Technology.

b. CIA 2:

System Name: Office of Information Technology Training and Skills
Inventory.
System Manager(s) and address: Director, Office of Information
Technology
Central Intelligence Agency
Washington, D.C. 20505

Correct references to the Office of Data Processing to reflect the current office designation as Office of Information Technology.

c. CIA-3

System Name: Computer Access File.
System Manager(s) and address: Director, Office of Information
Technology
Central Intelligence Agency
Washington, D.C. 20505

Correct references to the Office of Data Processing to reflect the current office designation as Office of Information Technology.

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**OIT 0844-85
22 October 1985**

SUBJECT : Records System Reporting.

25X1

d. CIA-62

System Name: Office of Data Processing Security Clearance Records.

**System Manager(s) and address: Director, Office of Information
Technology**

25X1

**Central Intelligence Agency
Washington, D.C. 20505**

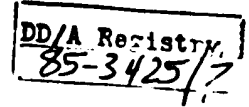
25X1

2. OIT has no new record systems to be added to the Federal Registrar.

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CONFIDENTIAL

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21 October 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Equal Employment Opportunity

STAT

SUBJECT: Records System Reporting

In response to your memo dated 11 October 1985, the Office of Equal Employment Opportunity is reporting the following changes to CIA-14.

System name: same

System location: same

Categories of individuals covered by the system: same

Categories of records in the system: same

Authority for maintenance of the system: Equal Employment Opportunity Act of 1972, Pub. L. 92-261.

Executive Orders 11478 and 29 CFR 1613.222

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To provide information in the adjudication of complaints.

To provide information for review by the Equal Employment Opportunity Commission.

To provide information for Federal court review.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: same

Retrievability: same

Safeguards: Filed in combination lock safes and vaults; limited access by staff only.

Retention and disposal: *Records are retained and destroyed*
~~Cases resolved within Agency are permanently retained in Agency Archives and Records Center.~~

in accordance with records control schedules approved by
System manager(s) and address: same *the President of the United States.*

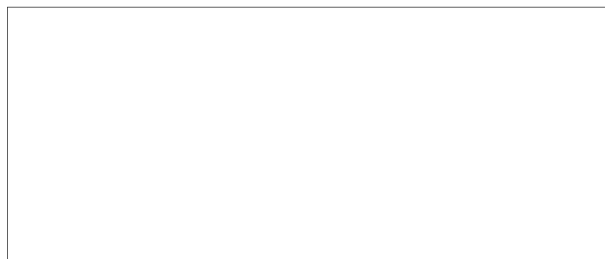
Notification procedure: same

Record access procedures: same

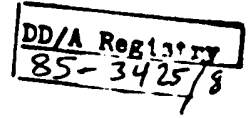
Contesting record procedures: same

STAT

Record source categories: same



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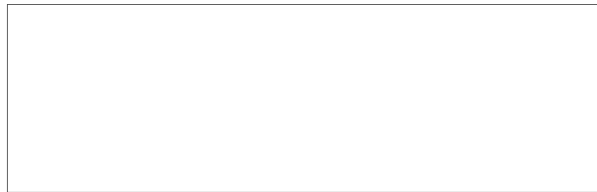


OIS 85-565
25 October 1985

MEMORANDUM FOR: Deputy Director for Administration
THRU: DDA Information Review Officer
FROM: Director of Information Services
SUBJECT: Records System Reporting

1. The Office of Information Services has one system to be added to those listed in the Code of Federal Regulations. This system is maintained by the Classification Review Division, and a description of the system is attached at Tab A.

2. In addition, System 21 maintained by the Information and Privacy Division requires minor changes to make the description current. These changes are attached at Tab B.



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Attachments:
As Stated

System Name: Personnel Status File

System Location: Central Intelligence Agency
Washington, DC 20505

Categories of Individuals Covered by the System: Current and Former CIA Employees.

Authority for Maintenance of the System: CIA Act of 1949, various CIA regulations.

Routine Use of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses: Used by staff employees to ascertain overt/covert status of present and former employees mentioned in classified CIA documents being reviewed for possible declassification and release.

Polices and Practices for Storing, Retrieving, Accessing, Retaining and Disposing of Records in the System:

Storage: On 3x5 cards, in file boxes.

Retrievability: By surname/ alphabetically.

Safeguards: File boxes are stored in combination lock safes. Access on need to know basis only.

Retention and Disposal: Indefinite. The requirement for the information persists as long as any document written during employees' tenure remains classified. Covert status of employees is not to be revealed for 75 years past their death.

System Manager and Address: Chief, Classification Review Division/OIS
Central Intelligence Agency
Washington, DC 20505

Notification Procedure: These files are not open to the public. The Central Intelligence Agency neither confirms nor denies employment of any individual to outside inquiries.

Contesting Record Procedures: Present and former CIA employees requesting access to the information contained in this file or desiring to correct the record, should address The Director of Personnel, Central Intelligence Agency, Washington, DC 20505.

Record Source Categories: The files of the Office of Personnel, and other CIA organizations.

B

in ~~the~~ ^{the} Federal Records Act of 1950 (44 U.S.C. 3101)

and uses of records maintained in the system, including categories of users and the purposes of such uses: Used by staff employees in directing Agency business with the commercial sector and liaison with other government agencies

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, magnetic disk

Retrievability: By individual or company name, and Social Security Account Number

Safeguards: Paper product is stored in vaulted area or in combination lock safes. Access is on a need-to-know basis and coded password identifier.

Retention and disposal: Records destroyed by degaussing or pulping upon expiration of clearance. Clearances may be revalidated three years after initial approval.

System manager(s) and address: Director, Office of Logistics, Central Intelligence Agency, Washington, D.C. 20505

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator, Central Intelligence Agency, Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the Notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Information obtained from individual concerned and certification of clearance from Office of Security.

CIA-21

and subjects.

System name: Privacy and Freedom of Information Acts Requesters
System location: Central Intelligence Agency, Washington, D.C. 20505

Categories of individuals covered by the system: Individuals who make requests to CIA under provisions of the Privacy Act, the Freedom of Information Act, and Executive Order 11652. 12356

Categories of records in the system: Files contain all correspondence and other documents related to the receipt, processing, and final disposition of requests received by the Agency for information under the Privacy Act, the Freedom of Information Act, and Executive Order 11652. 12356

Authority for maintenance of the system: Privacy Act of 1974—Pub. L. 93-579, Freedom of Information Act of 1974, as Amended, and Executive Order 11652. 12356

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by staff employees for reference purposes in formulating responses to Privacy Act, Freedom of Information Act, and Executive Order 11652 requests, and for reference in processing cases under appeal and litigation; to provide documentation for referral to other Federal agencies for their review pursuant to Executive Order 11652, and the Third Agency Rule; and, as a source of information for compiling reports required by the Acts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper, electronic index and log.

Retrievability: By name, case number.

Safeguards: Paper files are stored in combination lock safes; automatic data processing index and log files need coded identifier for activation. Access on need-to-know basis.

Retention and disposal: From the date of last entry, Freedom of Information Act requests are destroyed after two years, and Privacy Act requests are destroyed after five years. Records are destroyed by burning.

System manager(s) and address: Chief, Information and Privacy Division, Central Intelligence Agency, Washington, D.C. 20505.

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator, Central Intelligence Agency, Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the Notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: Requests received pursuant to the Privacy Act, the Freedom of Information Act and Executive Order 11652. 12356

CIA-23

System name: Polygraph Files

System location:

Central Intelligence Agency
Washington, D.C. 20505

Categories of individuals covered by the system: Applicants for employment, employees, and certain individuals considered for assignment to the Agency.

Categories of records in the system: Polygraph report, charts, and notes.

Authority for maintenance of the system: National Security Act of 1947, as Amended—Pub. L. 80-253

Central Intelligence Agency Act of 1949, as Amended—Pub. L. 81-110

Executive Order 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by the Office of Security to make determinations of security eligibility for employment pursuant to Executive Order 10450.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Paper and tape cassettes

Retrievability: By name.

Safeguards: Files are maintained in a vault; access is permitted only while in the custody of polygraph staff members.

Retention and disposal: Indefinite. Records are destroyed by burning when they become inactive.

System manager(s) and address:

Director, Office of Security
Central Intelligence Agency
Washington, D.C. 20505

Notification procedure: Individuals seeking to learn if this system of records contains information about them should direct their inquiries to:

Information and Privacy Coordinator

Central Intelligence Agency

Washington, D.C. 20505

Identification requirements are specified in the CIA rules published in the Federal Register (32 CFR 1901.13). Individuals must comply with these rules.

Record access procedures: Request from individuals should be addressed as indicated in the Notification section above.

Contesting record procedures: The Central Intelligence Agency's regulations for access to individual records, for disputing the contents thereof, and for appealing an initial determination by CIA concerning access to or correction of records, are promulgated in the CIA rules section of the Federal Register.

Record source categories: The source of all information obtained is from the polygraph interviews.

Systems exempted from certain provisions of the act: Pursuant to authority granted in Section (j) of the Act (5 U.S.C. 552a(j)), the Director of Central Intelligence has determined to exempt polygraph records from all sections of the Act except 552a (b), (c)(1) and (2), (e)(1), (e)(4) (A) through (F), (e)(5), (6), (7), (9), (10), and (11), and (i). These records are exempted to prevent access, accountability, and judicial review of records which intimately reveal an Agency security method.

CIA-24

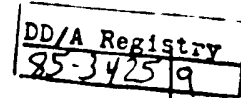
System name: Supplemental Personnel (Soft) Files

System location:

Safeguards: Paper files are stored in a vaulted work area secured by a combination lock; automatic data processing files and log files need coded identifier for activation. Access on need to know basis.

Retention and disposal: All files concerning requests that were denied in full or granted only in part are destroyed five years from last entry. Files of requests that go to appeal or litigation are destroyed ten years after last entry. All others are destroyed after two years.

Page Denied



31 October 1985

MEMORANDUM FOR:

[Redacted]
Records Management Officer, DDA

STAT

FROM

:

[Redacted]
Records Management Officer, OMS

STAT

SUBJECT : Records System Reporting

1. The Office of Medical Services would like the following changes made on our records system items.

2. In item 34, Clinical and Psychiatric Files (employees), under the section titled Storage please delete punch cards which are no longer used.

3. In item 35, Clinical and Psychiatric Files (applicants), under the Retention and Disposal Section please change the last sentence to read: Files on applicants not hired are retained for a period of two years; records are then destroyed by burning.

4. In item 36, Medical Facilities and Physicians, please delete the entire item, this is no longer used.

5. In item 37, Psychological Test Data Files, under the section titled Storage delete punch card which are no longer used.

Under the section titled Safeguard please change retention period from 30 years to 75 years on staff employees and from 3 years to 2 years on unsuccessful applicants.

6. All other information is correct.

[Redacted] STAT